

**Florida Department of Education  
Education Information and Accountability Services/  
Educational Data Systems**

**Comprehensive Management Information System  
Automated Student Reporting Format**

**2002-2003 Prior School Status/Student Attendance**

1. Submit this record format for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period.
- 2. For Survey 5, submit this record for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period, as well as any student who withdrew between school years (including DNE's). A separate record must be submitted for each school and each entry/reentry for any school of enrollment in the district.
- 3. For students enrolled in a year-round school program, separate records should be submitted for each intersession. Students enrolled in separate summer terms must have two separate records reported.
- 4. Item number 15, Withdrawal Code, PK-12, should be ZZZ for Surveys 2-3 if no withdrawal code is applicable. Every record should have a Withdrawal Code for Survey 5.
- 5. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or inter session (for year round school) use code S (combined summer schedule). Use code Y to indicate a record being submitted with a withdrawal code for a student who was not enrolled this year.
- 6. RECORDS WITH TERM CODE = Y: For those records being reported with a Term code of Y, send the last School Number, Current Enrollment for the student in the district. The following fields should be Z-filled: Entry (Re-Entry) Code, PK-12. The following fields should be 0 filled: Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms. Entry (Re-Entry) Date must be 0-filled. In addition, use the date of the first day of the district's regular school year for Withdrawal Date.
- 7. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 10, 11 and 13. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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**2002-2003 PRIOR SCHOOL STATUS/STUDENT ATTENDANCE**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: June 2002  Effective Date: July 2002  Format No.:  Record Type: 1 of 1  Activity No.: DB9 55B
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Item Number	From-To	Size	Field Char.	Field Description
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information database Requirements: Volume I -- Automated Student Information System</u> , Appendix C, for acceptable codes.
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>
				The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.  <u>Number</u> <u>Definition</u>  0001-9899 District school sites assigned a unique number in the state Master School ID File.  N998 Home education students. N999 DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.
<b>3</b>	<b>7-16</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>
				A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.  <u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>  nnnnnnnnnX Example: 123456789X  (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<p>If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>NN For any student entering a Florida school district for the first time, who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See Data Element Number 175625 of the <u>DOE Information DataBase Requirements: Volume I -- Automated Student Information System</u> for more information.</p>
<b>4</b>	<b>17-26</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier – Alias, Florida</b>
				<p>A ten character code used to identify the first Florida Student Number Identifier assigned to a student in a District.</p> <p>See data element number 175630 of the <u>DOE Information DataBase Requirements: Volume I Automated Student Information System</u> for more information.</p>
<b>5</b>	<b>27-68</b>	<b>42</b>	<b>A/N/L</b>	<b>Student Name, Legal</b>
				<p>The student's last, first and middle name including appendage as follows:</p> <p>Last Name Appendage First Name Middle/Maiden Name or Initial</p> <p>This is a fixed field.</p>
	27-43	17		
	44-46	03		
	47-58	12		
	59-68	10		

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Item Number	From-To	Size	Field Char.	Field Description
<b>6</b>	<b>69-69</b>	<b>1</b>	<b>A</b>	<b>Gender</b>
				The student's gender. <u>Code</u> <u>Definition</u> M        Male F        Female
<b>7</b>	<b>70-70</b>	<b>1</b>	<b>A</b>	<b>Racial/Ethnic Category</b>
				Racial/ethnic group to which the student belongs or with which the student identifies: <u>Code</u> <u>Definition</u> W <u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. B <u>Black, Non-Hispanic</u> : Persons having origins in any of the black racial groups of Africa. H <u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. A <u>Asian or Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands and Samoa. I <u>American Indian or Alaskan Native</u> : Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. M <u>Multiracial</u> : Persons having parents of different racial/ethnic categories.
<b>8</b>	<b>71-78</b>	<b>8</b>	<b>N</b>	<b>Birth Date</b>
				The numeric representation of the date on which the student was born. MMDDYYYY Example: 12011969 = December 1, 1969

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Item Number	From-To	Size	Field Char.	Field Description														
<b>9</b>	<b>79-80</b>	<b>2</b>	<b>A/N</b>	<p><b>Grade Level</b></p> <p>The student's current grade level placement of the grade level for which data are being reported.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Code</td> <td style="text-align: center;">Grade or Level</td> </tr> <tr> <td style="text-align: center;">PK</td> <td>Prekindergarten</td> </tr> <tr> <td style="text-align: center;">KG</td> <td>Kindergarten</td> </tr> <tr> <td style="text-align: center;">01-12</td> <td>First through Twelfth Grade</td> </tr> <tr> <td style="text-align: center;">23</td> <td>Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.</td> </tr> <tr> <td style="text-align: center;">30</td> <td>Adult, Non-High School Graduate</td> </tr> <tr> <td style="text-align: center;">31</td> <td>Adult, High School Graduate</td> </tr> </table> <p>If a student is in an ungraded setting assign the student to the grade in which he or she would normally be enrolled.</p>	Code	Grade or Level	PK	Prekindergarten	KG	Kindergarten	01-12	First through Twelfth Grade	23	Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.	30	Adult, Non-High School Graduate	31	Adult, High School Graduate
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<b>10</b>	<b>81-81</b>	<b>1</b>	<b>N ←</b>	<p><b>Survey Period Code (2, 3 or 5) ←</b></p> <p>A one-character code (2, 3, or 5) which identifies the period being reported.</p>														


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Item Number	From-To	Size	Field Char.	Field Description						
<b>11</b>	<b>82-85</b>	<b>4</b>	<b>N</b>	<b>School Year</b>						
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:  YYYY Example: 0203						
<b>12</b>	<b>86-88</b>	<b>3</b>	<b>A/N</b>	<b>Entry (Re-Entry) Code, PK-12</b>						
				A code indicating the status under which the PK-12 student entered school.						
<b>13</b>	<b>89-96</b>	<b>8</b>	<b>A/N</b>	<b>Entry (Re-Entry) Date</b>						
				The numeric representation of the date on which the PK-12 student entered his or her current school or the adult student enrolled in this class.  MMDDYYYY Example: 03122001						
<b>14</b>	<b>97-98</b>	<b>2</b>	<b>A/N</b>	<b>Prior School/Location: District/County</b>						
				A two-character code which identifies the district/county in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E04. For students with an entry code of E09, this code identifies the district/county in which the student resided prior to enrolling in the current school.  See Appendix C for district numbers.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>CODE</u></td> <td style="text-align: center;"><u>DEFINITION</u></td> </tr> <tr> <td style="text-align: center;"><b>01 – 70 &amp; 72 – 76</b></td> <td style="text-align: center;">State assigned number for school district or other agency.</td> </tr> <tr> <td style="text-align: center;"><b>99</b></td> <td style="text-align: center;">Other than Florida public school.</td> </tr> </table>	<u>CODE</u>	<u>DEFINITION</u>	<b>01 – 70 &amp; 72 – 76</b>	State assigned number for school district or other agency.	<b>99</b>	Other than Florida public school.
<u>CODE</u>	<u>DEFINITION</u>									
<b>01 – 70 &amp; 72 – 76</b>	State assigned number for school district or other agency.									
<b>99</b>	Other than Florida public school.									
<b>15</b>	<b>99-100</b>	<b>2</b>	<b>A</b>	<b>Prior School/Location: State/Territory or Commonwealth</b>						
				A two-character code which identifies the state/territory or commonwealth in which a student was enrolled in  (CONTINUED ON NEXT PAGE)						

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				<p>school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E04. For students with an entry code of E09, this code identifies the state/territory or commonwealth in which the student resided prior to enrolling in the current school.</p> <p>See Appendix H for States. See Appendix Q for Commonwealths, and Territories</p>
<b>16</b>	<b>101-102</b>	<b>2</b>	<b>A</b>	<b>Prior School/Location: Country</b>
				<p>A two-character code which identifies the country in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E04. For students with an entry code of E09, this code identifies the country in which the student resided prior to enrolling in the current school.</p> <p>See Appendix G for Country codes.</p>
<b>17</b>	<b>103-105</b>	<b>3</b>	<b>A/N</b>	<b>Withdrawal Code, PK-12</b>
				<p>A state defined code indicating the status under which the PK-12 student withdrew from a school or district.</p> <p>See <a href="#">DOE Information database Requirements: Volume I – Automated Student Information System</a>, Appendix A, for code definition.</p>
<b>18</b>	<b>106-113</b>	<b>8</b>	<b>N</b>	<b>Withdrawal Date</b>
				<p>See Data Element Number 188825 of the <a href="#">DOE Information Data Base Requirements: Volume I -- Automated Student Information System</a> for more information.</p> <p style="text-align: center;">MMDDYYYY Example: 05252003</p>
<b>19</b>	<b>114-116</b>	<b>3</b>	<b>N</b>	<b>Days Present, Annual</b> 
				<p>A numeric value representing the total days the student is present in a school or district during the reporting period.</p> <p>This field should be 0-filled except for Survey 5.</p>

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<b>20</b>	<b>117-119</b>	<b>3</b>	<b>N</b>	<b>Days Absent, Annual</b>
				A numeric value representing the total days the student is absent in a school or district during the reporting period.  This field should be 0-filled except for Survey 5.
<b>21</b>	<b>120-120</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>
	↑			A code indicating the appropriate action to be taken with respect to the district's data base reporting record.  <u>Code</u> <u>Definition</u> A        Add Record C        Updated Record (Change) D        Delete Record
<b>22</b>	<b>121-123</b>	<b>3</b>	<b>N</b>	<b>Days Present, Summer</b>
	↑			A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions. This is a calculated value using daily attendance.  This field should be 0-filled except for Survey 5.
<b>22</b>	<b>124-126</b>	<b>3</b>	<b>N</b>	<b>Days Absent, Summer</b>
	↑			A numeric value representing the total days the student is absent in a school or district during the summer terms or intersessions. This is a calculated value using daily attendance.  This field should be 0-filled except for Survey 5.
<b>23</b>	<b>127-127</b>	<b>1</b>	<b>A/N</b>	<b>Term</b>
	↑  ↓			The time of the school year during which the student was enrolled in courses.  <u>Code</u> <u>Definition</u> 3              Annual S              Combined Summer Session Y              Year of Nonenrollment This field should be 0-filled except for Survey 5.
<b>24</b>	<b>128-160</b>	<b>33</b>	<b>N/A</b>	<b>Filler</b>